



# USAID | TAJIKISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 33/2023  
**ISSUANCE DATE:** October 19, 2023  
**CLOSING DATE/TIME:** November 2, 2023

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)  
USAID Project Management Specialist (Democracy and Governance), FSN-11,  
USAID/Tajikistan, Dushanbe

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

**Michael Teske**  
**Contracting Officer**

## **ATTACHMENT 1 TO SOLICITATION NO. 33/2023**

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 33/2023
- 2. ISSUANCE DATE:** October 19, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 2, 2023  
(6 p.m. Dushanbe Time)
- 4. POINT OF CONTACT:** USAID/Central Asia Human Resources Office,  
e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply)  
and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist (Democracy and Governance), FSN-11
- 6. MARKET VALUE:** \$35,067 - \$49,095 per annum equivalent to FSN-11  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan.  
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 8. PLACE OF PERFORMANCE:** USAID/Tajikistan, Dushanbe
- 9. ELIGIBLE OFFERORS:** Tajikistan nationals and other nationals with valid permanent residence on the territory of Tajikistan
- 10. SECURITY LEVEL REQUIRED:** FSN SBU
- 11. STATEMENT OF DUTIES:**

#### **BASIC FUNCTION OF POSITION:**

The USAID/Tajikistan Project Management Specialist (Democracy and Governance) is located within the Governance and Education Office (GEO) of the United States Agency for International Development (USAID/Tajikistan). The job holder helps to increase economic growth and human capital through an inclusive, educated, and democratic Tajikistan. The job holder supports the transition from a country office to a USAID Mission. During this multi-year transition, the USAID Mission will develop, publish, and execute its first ever Country Development Cooperation Strategy (CDCS) for Tajikistan. The job holder provides substantive input to the CDCS.

The GEO portfolio is diverse and requires an individual who can work in a fast-paced environment while successfully managing a broad development portfolio. The job holder Manages a range of contracts, grants, and cooperative agreements across the GEO portfolio. The job holder is responsible for supporting conception, design, implementation, oversight, monitoring, evaluation, and reporting across the portfolio. The job holder consults across USAID and the interagency when designing and executing interventions. The job holder identifies technical assistance needed to advance Agency goals such as increasing the extent to which USAID-funded programming enables Tajik communities to lead development efforts as well as to increase funding directly obligated to Tajik partners to the greatest extent possible. She/he/they also serves as Contracting Officer's Representative (COR), Agreement Officer's Representative (AOR), and/or Activity Manager for a range of activities across the governance and education portfolio.

The job holder advises the government of Tajikistan (nationally and sub-nationally), and other policy makers to make data-driven decisions that leads to a more democratically governed, transparent, inclusive, public-centered system. She/he/they represents USAID on issues of technical, policy, and strategy to the host government, U.S. interagency, donors, implementers, and advocacy networks. The job holder reports to the GEO Director or designee.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Program Management**

**50%**

- Serves as COR/AOR, Alternate COR/AOR, and/or Activity Manager of contracts, grants, cooperative agreements with responsibility for financial and management oversight, implementation, monitoring, and evaluation of activities to ensure awards achieve anticipated results and comply with applicable Agency requirements.
- As COR/AOR, Alternate COR/AOR, and/or Activity Manager and as required, the job holder:
  - Provides technical leadership and oversight to implementers to ensure activity work plans and monitoring plans are relevant, effective, and comply with USAID standards and priorities.
  - Analysis financial data and provides status reports ensuring pipelines are monitored and managed.
  - Collects, monitors, and maintains performance data. Prepares reports of program/project/activity progress for broad use. Assesses and evaluates progress and/or activities. Periodically reviews the development context, indicators to identify problems, and solutions specific to the awards managed.
  - Conducts site visits and meetings to monitor progress and provide technical direction and programmatic recommendations to ensure effective, efficient, and judicious use of Agency funding that is aligned with the U.S. government's development purpose; accompanies U.S. Government and other officials and provides translation as needed.
  - Updates activity performance monitoring plans. This includes conducting periodic data quality assessments of contractor/grantee performance indicator data.

### **B. Program and Policy Advisor and Strategist**

**30%**

- Serves as a specialist for USAID/Tajikistan and develops strategy and other program documents that promotes democratic governance and provides expert analysis and for the U.S. Government and international stakeholders on all aspects of democratic governance and inclusion in Tajikistan.
- Formulates Mission strategies, operational plans, and concept papers that promote democratic governance practices that are consistent with USAID guidance and internationally recognized standards.
- Supports a culture of inquiry while engaging in continuous critical reflection of USAID's assistance and emerging issues while supporting innovation, proactive management and driving progress.
- Monitors, analyzes, and reports on democracy and governance programs in Tajikistan.
- Cultivates and maintains contacts and dialogue with Tajik partners, donors, government officials, civil society organizations, and other stakeholders.
- Represents USAID at, and substantially contributes to, routine and ad hoc coordination and technical working groups related to democracy, local governance, human rights including rights of persons with disabilities, education, women equality, and other topics.
- Represents USAID at technical working groups and convenes strategic implementer meetings that build synergies among partners.
- Leads the design of new activities including analyses related to technical, policy, economic, gender, environmental, and budget considerations.
- Prepares activity descriptions and statements of work and leads strategy design to improve inclusive and democratic governance in Tajikistan.
- Identifies opportunities to increase governmental and non-governmental contributions to democratic governance in areas where USAID assistance can have an impact.
- Leads high-level negotiations on new and on-going activities with both state and non-state actors.

### **C. Data Collection, Analysis, and Reporting**

**20%**

- Conducts qualitative and quantitative research to assess governance trends, policies, and implications for USAID assistance; Monitors, analyzes, and reports on relevant aspects of host government policy, regulation, and programming, and on democratic governance, and inclusive development issues.
- Collects and organizes information for input into the Mission's Operational Plan and other periodic reporting documents.
- Uses data to analyze how Tajik governance supports Mission objectives and their relevance to broader U.S. Government development priorities including but not limited to inclusion, women equity, and the

rights of persons with disabilities.

- Monitors governance trends and events in Tajikistan while providing recommendations of how USAID can engage/respond.
- Prepares technical and policy analyses, evaluates sectoral issues, and provides input to strengthen democratic governance including government accountability and institutional effectiveness across development sectors.
- Remains current on the democracy, governance, economic, political, education and social trends of the host government, the host country, and the Central Asian region.
- Summarizes information and conclusions in written and oral form for presentation to the U.S. Government and other stakeholders. Prepares oral briefings and written material on request and provides translation as needed.
- Prepares reports that reflect a diverse set of opinions using a variety of sources and viewpoints to describe the context and supports the conclusions and recommendations provided.

**Supervision Received:** The job holder reports to the Office of Governance and Education Director or designee.

**Supervision Exercised:** This is a non-supervisory position.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** Undergraduate degree in international relations, political science, international development, public policy, economics, journalism, and/or related social science field is required.

**b. Prior Work Experience:** A minimum of seven years of progressively responsible professional-level experience is required. Experience must be directly related to the promotion of democratic and inclusive development and good governance. The job holder must have expert knowledge in emerging international trends and best practices relating to Tajikistan. Of this experience, two years must be with the U.S. government or other international organizations.

**c. Language Proficiency:** Fluent (Level IV) in writing, speaking, reading in English, Russian, and Tajik is required.

### **d. Job Knowledge:**

- Professional knowledge of development principles, concepts, and practices driving towards a diplomatically, data-driven, transparent, and inclusive development is required.
- Professional knowledge of Tajikistan's democracy, governance, and human rights landscape including a sound understanding of political and development prospects and priorities, particularly involving civil society, youth, education, media, and freedom of information is required.
- Knowledge of social science research, data dissemination techniques, policy analysis, and democratic governance policy development is required.
- Knowledge of the social and cultural characteristics of the host country; development problems across sectors in the host country and the region; an understanding of the resources available, resource constraints, and overall development prospects and priorities of the host country.
- Knowledge of U.S. Government legislation, policy, and practices relating to foreign assistance, USAID policies, regulations, and procedures, and of the objectives, methodology, and status of assigned activities is preferred.

### **e. Skills and Abilities:**

- Advanced planning, program management, and analytical skills are required including the ability to work with diverse groups of teams and stakeholders as well as be responsible for multiple actions

simultaneously.

- Ability to organize, analyze, interpret, and evaluate complex technical material, policy analysis, and program data. Ability to prepare written reports and statistical tables and presentations, and to use standard computer programs: word processing, spread sheet and presentation software.
- Ability to handle sensitive issues diplomatically and to inspire confidence with counterparts including skills to negotiate sensitive and complex issues through initiative, imagination, resourcefulness, and diplomacy.
- Must be able to understand, analyze, and interpret complex data to assist in the development of policies and work plans.
- Must be able work under pressure and quickly produce results while navigating politically sensitive issues.
- Must have excellent writing skills and be able to prepare regular and ad-hoc reports, technical papers, and briefing papers.
- Must have excellent verbal and interpersonal communication skills, tact, networking, and diplomacy to establish and sustain working relations with a high level of trust with government officials, public, private, and multilateral organizations.
- Must be proficient in Microsoft Office, Google Suite, and/or Google applications. Must be able to effectively learn and use Agency specific software related to work responsibilities.
- Must be a motivated self-starter who can manage his/her own time while balancing multiple priorities to complete assignments in a timely manner.
- Must be able to obtain a fit to travel clearance and able to travel frequently within the country and internationally.
- Must be flexible, adaptable, and committed to respond calmly in situations and adjust to volatile and rapidly changing conditions while maintaining professionalism and commitment to USAID standards and values.

### **III. EVALUATION AND SELECTION FACTORS**

Applicants will be evaluated against the following criteria:

1. Education;
2. Prior Work Experience;
3. Language Proficiency;
4. Job Knowledge;
5. Skills and Abilities.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; names, contact numbers, and addresses of three professional references.

Packages should be received by **COB November 2, 2023** via e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/Tajikistan reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## **VI. BENEFITS/ALLOWANCES**

According to the Local Compensation Plan.

## **VII. TAXES**

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

5. **PSC**

**Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).